



June 2014 PERS Employer Monthly Update

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- 1) **June reconciliation processing 'tip'.**
- 2) **Reminder: Immediately return to PERS any completed Designation of Beneficiary forms received from employees.**
- 3) **Use of PERS alphanumeric IDs begins soon.**
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1) June reconciliation processing 'tip'.

This is a good time for employers to begin reviewing payroll records to determine whether any of their part-time employees would now be expected to work 600 or more hours during 2014. Employers should submit a Demographic Correction Request (DCR) to change position qualification status (also known as Position Type) from "non-qualifying" to "active service" for part-time positions expected to qualify in 2014.

Employee concurrent employment questions can be answered by review of the Year-to-date Wage and Contribution Summary screen available through the "View Year-to-date Wage and Contribution Summary" link, and by review of eligibility reports available through the "Eligibility Reports" link (both found in the Site Nav. area on any EDX screen), or through your ESC Account Team members.

2) **Reminder: Immediately return to PERS any completed Designation of Beneficiary forms received from employees.**

Employers are reminded to **immediately return to PERS any completed Designation of Beneficiary forms received from employees.**

Although employees may give an employer completed Designation of Beneficiary forms to submit to PERS, it still remains **the member's responsibility** to make sure a change of beneficiary designation is received by PERS. **A change of beneficiary designation is not considered effective until the form is stamped as received by PERS.**

3) **Use of PERS alphanumeric IDs begins soon.**

All numeric combinations for PERS IDs will soon be exhausted. At that point PERS IDs will be alphanumeric, a combination of letters and numbers. The first alphanumeric PERS ID will be A00001 and should be assigned in the very near future. The change to PERS alphanumeric IDs will not affect how employers report employee demographic or financial information.

4) Social Security invoicing begins.

Invoicing for Social Security costs began May 14, 2014

PERS is tasked with administration of Social Security activities for State of Oregon public employers, and the Social Security invoice appearing on recent EDX online statements represents the annual fee for this administrative responsibility. The fee itself is a minimum \$15.00 with any charge above the minimum based on \$0.50 per active employee per year.

Payments for invoiced Social Security costs made after upcoming revisions to employer online statements and invoices should be included in the "Pension" payment.

Please direct further questions on this subject to Pamela Johnson, Oregon State Social Security Coordinator, 503-603-7633, e-mail: Pamella.Johnson@state.or.us

Best regards,